

# **Parent to Parent of SW MI**

**Job Title: Family Support Partner-Kalamazoo County**

**Hours: 32 hours/week**

**Pay Rate: \$11.00-13.00/hour**

## **Job Summary**

The Family Support Partner will provide support, education, and training to parents/families of children with developmental disabilities as part of the treatment process. The connection will empower, grow confidence, and help develop skills that will enable the caregiver to help the child improve daily functioning. These activities will be provided in the home and in the community.

The Family Support Partner will assist the Family Support Program Manager with the coordination of programs, services, and activities; supporting parents/families of children with disabilities and special needs utilizing the Parent to Parent Support Model. The Family Support Partner will also help to enhance public awareness of Parent to Parent of SW MI and its programs and services.

## **Primary Responsibilities**

- Provide support and system navigation for families of children with developmental disabilities so that parents can become empowered self-advocates as part of the Person-Centered Planning (PCP) process.
- Recruit, train and retain family members who can advise on the developing system of care for parents, siblings, and youth with developmental disabilities.
- Provide direct family support services to parents/youth receiving KCMHSAS services, using a Medicaid reimbursable model of service.
- Manage stipends for parents and family members providing specific input into the system of care.
- Assist Family Support Program Manager and offer support group services as participants are identified.
- Prepare and submit reporting information and materials needed for KCMHSAS Family Support Services Contract based on reporting requirements.
- Develop and maintain positive relationships with parents/family members of P2P, P2P's Board of Directors, Executive Director, staff, donors, and volunteers.
- Perform other duties as requested by the Executive Director.

## **Skills and Qualifications**

- Must be a parent of a child with a developmental disability
- Must possess a high school diploma or GED, and at least 18 years of age
- Provide own transportation and proof of insurance
- Ability to conceptualize, plan, organize and manage multiple tasks
- Strong communication and organizational skills.
- Demonstrates initiative, judgment to perform independently, and leadership skills
- Proficient computer skills
- Strong interpersonal skills and ability to interact with a diverse population.
- Meet and complete all of Parent to Parent of SW MI and KCMHSAS training and credentialing requirements
- Must be able to work some evenings and weekends

**Please submit cover letter and resume to Jill Angell at [jill@p2pswmi.org](mailto:jill@p2pswmi.org) by Monday July 11<sup>th</sup>, 2016**